

No. 21/1/2012-CS-II(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi – 110 003.  
Dated the 05<sup>th</sup> February, 2015

**OFFICE MEMORANDUM**

Subject:- Level-II Training Programme from 23/02/2015 to 06/03/2015 (Two weeks) for PA of CSSS - reg.

The undersigned is directed to say that PAs/PSs, whose names are given in the Annexure have been nominated to participate in the Level-II Training Programme to be conducted by the ISTM from 23/02/2015 to 06/03/2015.

2. It may be noted that officials have been promoted to the Grade of Private Secretary (PS) vide OM No. 4/8/2013-CS.II(A) (Part-I) dated 31.12.2014 of this Department on the condition that they would successfully complete Level-II training under CTP, whenever nominated by this Department. The officials who have been promoted vide the order dated 31.12.2014 have, therefore, been nominated for this training programme. Some of the officials who could not be nominated in the previous Level- II training programme dated 02/02/2015 to 13/02/2015, have been included in said training programme.

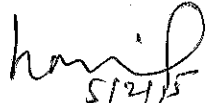
3. These officials as per the Annexure be relieved of their duties from their present cadre with the direction to report to the Course Coordinator, Smt. Jayashree Chellamani, Assistant Director, ISTM Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 23/02/2015.

4. Cadre Authorities are requested to:-

- i) ensure that the officers nominated for the above training programme are relieved in time.
- ii) sanction an advance of Rs. 20,000/-(Rupees twenty thousand only) as T.A. advance for each participant along with their relieving order.
- iii) forward Curriculum Vitae of each participant specifically indicating their gender and medium in prescribed proforma, as per Annexure II to the Course- Coordinator.

5. The officials concerned should also make efforts in their own interest to get relieved for the said training programme.

6. **Non-participation in training programme would be viewed seriously.**

  
(Kameshwar Mishra)

Under Secretary to the Govt. of India  
Tel.No. 24623157

To

- (i) All the concerned Cadre Units of CSSS
- (ii) Officials concerned.

Copy forwarded to:-

ISTM (Smt. Jayashree Chellamani, Assistant Director), ISTM Administrative Block, JNU Campus (Old), New Delhi-110067.

S. No.	CSL No.	Name (Shri/Smt. /Ms.)	Date of Birth	Category	S.L Year	Cadre Unit
1	1635	Jitender Singh Saini	30/06/1971	Gen	2006	HRD
2	1644	Champa Suri	07/05/1957	Gen	2006	HRD
3	1650	Gauri	30/08/1957	Gen	2006	Health & FW
4	1657	Shailender Gopal	15/07/1969	Gen	2006	I&B
5	1658	Mukesh Kumar Mahendroo	24/04/1957	Gen	2006	IP&P
6	1660	Shashi Seth	15/07/1957	Gen	2006	I&B
7	1663	A.K. Bobin	14/04/1969	Gen	2006	Urban Dev.
8	1664	K.K.Verma	17/09/1957	Gen	2006	SJ&E
9	1665	Sudha Bhardwaj	22/11/1974	Gen	2006	I&B
10	1667	Anju Sethi	08/07/1977	Gen	2006	Health & FW
11	1668	Jagdish Prasad	01/06/1957	Gen	2006	Food & PD
12	1671	Neeta Thapiyal	11/05/1975	Gen	2006	Defence
13	1675	Manoj Kumar	01/07/1973	Gen	2006	IP&P
14	1676	Indra Sethi	16/12/1957	Gen	2006	IP&P
15	1678	Neelam Agarwal	09/09/1957	Gen	2006	I&B
16	1679	Deepa Rajesh	30/05/1976	Gen	2006	I&B
17	1684	Baldev Singh	21/08/1958	Gen	2006	RT&H
18	1686	A.P.Dwivedi	20/03/1958	Gen	2006	Defence
19	1688	Urmil Vaid	06/12/1957	Gen	2006	Supply
20	1694	Shiney Thomas	30/06/1959	Gen	2006	Telecom.
21	1735	Baljeet Johar	07/09/1961	Gen	2007	Agriculture
22	1737	Sharda Khanna	08/03/1957	Gen	2007	Posts
23	1741	D.K. Makhjani	24/11/1958	Gen	2007	SJ&E
24	1744	Amit Kumar	09/07/1976	Gen	2007	Agriculture
25	1749	Devender Kumar jain	26/10/1957	Gen	2007	SJ&E
26	1765	Mira Sharma	01/01/1958	Gen	2007	DOPT
27	1766	P.Vijaya	30/08/1964	Gen	2007	Labour
28	1767	Manju	11/08/1958	Gen	2007	Telecom.
29	1777	M.Mohandass	22/12/1957	Gen	2007	Corporate Affairs
30	1780	Reema	12/07/1973	Gen	2007	Env. & Forests

P.C. MONGA  
 (P. C. MONGA)  
 Section Officer  
 Personnel & Trg.  
 Govt. of India

S. No	CSL No.	Name (Shri/Smt. /Ms.)	Date of Birth	Category	S.L Year	Cadre Unit
31	1802	Preeti Shah	16/12/1968	Gen	2008	Culture
32	1805	Kanika Bhattarcharya	07/07/1975	Gen	2008	Consumer Affairs
33	1809	Jitender Bhatti	23/03/1978	Gen	2008	S&T
34	1811	Maradani Pushpalatha	01/04/1973	Gen	2008	UPSC
35	1812	Saroj Kumar	03/06/1957	Gen	2008	MSME
36	2021	Anju Mertiya	05/05/1978	SC	2009	DOPT
37	2049	Anil Kumar	09/06/1976	SC	2009	Power
38	2057	Ajay Kumar(H)	01/03/1981	SC	2009	Water Res.
39	2059	Manju Kumari	07/09/1976	SC	2009	Expenditure
40	2061	Sushma	10/08/1977	SC	2009	Youth & Sports
41	2073	Anita Roy	01/01/1969	SC	2009	Planning Comm.
42	2074	Pardeep Kumar	21/12/1970	SC	2009	Power
43	2075	Anita Singh	29/12/1970	SC	2009	Commerce
44	2076	Pradeep Kumar	03/05/1972	SC	2009	Mines
45	2077	Santosh Kumar	24/04/1976	SC	2009	Expenditure
46	2078	Raj Kumar	02/02/1966	SC	2009	Telecom.
47	2079	Dharminder Dhanwaria	11/11/1972	SC	2009	Fertilizers
48	2080	Seema	10/12/1974	SC	2009	Expenditure
49	2081	Suresh Kumar	01/04/1971	SC	2009	Agriculture
50	2082	Dilip Kandulna	15/12/1980	ST	2009	DOPT

P. C. MONGA  
 5/2/15  
 (P. C. MONGA)  
 Section Officer  
 Dept. of Personnel & Trg.  
 Govt. of India

CURRICULAM VITAE

1. Name of the officer nominated \_\_\_\_\_
2. Date of Birth \_\_\_\_\_ Male/Female \_\_\_\_\_
3. Designation & Scale of Pay \_\_\_\_\_
4. Office in which employed \_\_\_\_\_
5. Whether Hindi/English Stenographers \_\_\_\_\_
6. Academic qualification \_\_\_\_\_
7. Date of joining as PA \_\_\_\_\_  
Select List Year \_\_\_\_\_
8. Whether the nominee is a member Yes/No \_\_\_\_\_  
of SC/ST if yes, please specify SC/ST \_\_\_\_\_
9. Previous Training undergone  
(i) ISTM \_\_\_\_\_  
(ii) Other Training Institute \_\_\_\_\_
10. (i) Office Address \_\_\_\_\_  
Ministry/Department \_\_\_\_\_  
Name of Building & Room No. \_\_\_\_\_  
Office Tel. No. \_\_\_\_\_  
Residential Address \_\_\_\_\_  
Mobile/Tel. No. \_\_\_\_\_  
e-mail \_\_\_\_\_

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Signature